

## PERSONAL INFORMATION

## Viktor Mate Takacs

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## PERSONAL STATEMENT

I seek to become one of the best translators/interpreters ever.

## WORK EXPERIENCE

01/01/2016–Present

**freelance translator and interpreter**

By virtue of my clients, I now have several hundred pages of translation behind me. I translate, edit, proofread and create texts in different areas, including but not limited to social sciences, economics, finance, commerce, law, state administration, tax & customs, law enforcement, weapons of mass destruction, dual-use items, politics, EU and general correspondence.

I have a genuine interest and gladly dip into topics like PC and console games, fantasy and Sci-Fi RPGs, spirituality, esoteric material, history, sport & fitness, martial arts.

I also do subtitling, voice over, creative writing, termbase building, text alignment.

I also accept interpreting assignments, including consecutive, conference, whispering, on-the-phone, on Skype and accompanying interpretation.

01/09/2004–31/12/2015

**CUSTOMS OFFICER**

National Tax and Customs Administration of Hungary (South-plain Regional Directorate), Szeged (Hungary)

2013 October - 2015 December

Position: customs coordinator

Tasks: supervision of three county directorate's activity in the field of metal-commerce control, cash control, AETR, ADR; handling, assessing and processing appeals concerning the aforementioned areas; translation of correspondence, interpretation at events involving foreign presenters or guests.

2004 September - 2008 October

Position: field officer

Tasks: processing customs declarations, revenue management, searching cars and luggage for contraband, investigating unfinished transit procedures, answering customer requests; translating correspondence, interpreting for suspects and at events involving foreign presenters or guests.

2008 October - 2010 October

On unpaid leave: my partner and I spent two years in the US, working (mover, kitchen help, security officer) and living.

2010 October - 2013 October

Position: shift supervisor;

Tasks: supervising, coordinating and organizing the shifts and work of 25 customs officers at the largest customs border control point in Hungary (Röske); translating correspondence, interpreting for suspects and at events involving foreign presenters or guests.

## EDUCATION AND TRAINING

28/08/2014–15/01/2016

**Certified Translator and Interpreter in Economics and Social**

postgraduate

**Sciences**

University of Szeged, Faculty of Arts, Szeged (Hungary)

2000–2004 **Bachelor of Business Administration** EQF level 6

Budapest Business School, College of Finance and Accounting, Budapest (Hungary)

1996–2000 **High School Diploma** EQF level 3

Garay Janos High School, Szekszard (Hungary)

**PERSONAL SKILLS**

Mother tongue(s) Hungarian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C1	C1	C2
State Accredited Language Examination Certificate, advanced, combined					
German	C2	C2	B2	B2	C1
State Accredited Language Examination Certificate, advanced, combined					

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
[Common European Framework of Reference for Languages](#)

**Communication skills**

I acquired excellent communication skills and advanced people skills due to my experience as a field officer and shift supervisor by interacting face to face and over the phone with (sometimes difficult) clients on a daily basis. I gained tremendous experience in motivation of officers, settling arguments between customs officers and clients.

**Organisational / managerial skills**

Leadership and teamwork (have been responsible for 25 officers for 3 years)  
 Mediation (settling arguments daily)  
 Good organisational skills gained as a field officer, maintaining more than 100 transit procedure investigations simultaneously over a period of 3 years, processing customs declarations fast and efficiently.

**Job-related skills**

All the above, and on top of that a deep passion towards interpersonal communication, especially towards the facilitation of verbal/written understanding between the communicating sides.

**Digital competence**

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Independent user	Independent user	Proficient user

Digital competences - Self-assessment grid

Advanced knowledge of Office Suite  
 Good typing skills (45-50 words/minute)  
 Advanced knowledge of SDL Trados Studio  
 Advanced knowledge of subtitling software  
 Basic Wordpress user

